

12 April 1965

MEMORANDUM FOR THE RECORD

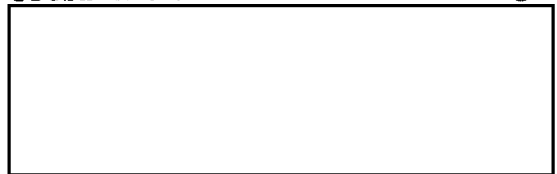
Subject: Moratorium on the Purchase of File Cabinets

1. On 12 April 1965, I discussed the above subject with Dr. Herbert Angel, Assistant Archivist, General Services Administration. The purpose of the discussion was to advise him of the steps that CIA has taken to implement President Johnson's moratorium.

2. I advised him as follows:

- a. We issued a special Agency Notice 24 February 1965
- b. We are conducting a file clean-up campaign
- c. Records Control Schedules are being revised
- d. Shelf files are being used in lieu of file cabinets and safes.
- e. That our basic regulations and handbooks provide continuing controls
- f. That we will have an initial report on 15 April 1965.

3. Dr. Angel thinks that our program is excellent and is impressed with the controls we have established. He wants quarterly reports for submission to the President. He wants 15 copies of all unclassified publications we issued to implement the President's moratorium on filing equipment.



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